

Board of Trustees of the Dunkirk Public Library

Minutes of January 26th, 2016

Present: Price, Tuggle, Palmatier, Fiebelkorn, Forbes, Dekoff, and Czarniak

Call to Order:

Price called meeting to order at 4:05 pm.

Review of Minutes from 12/15/15

Palmatier made a motion to accept minutes. Seconded by Forbes.

Unanimously approved.

Financial Report:

Reviewed Financial Report up to the last week of December.

Palmatier made a motion to accept the report, seconded by Tuggle, the motion was unanimously approved.

Approval of Bills:

Fiscal year of January thru December recommended by Price (need to verify with Attorney of Record), because the Library is now a Public Library. We need to have Board approval to pay monthly bills. Motion made by Tuggle, and approved unanimously.

Children's Room Report:

(Minutes attached)

Director's Report:

(See attached)

Dekoff reported transition is going smoothly. Independent Health was chosen for health Insurance for staff.

Classification of staff for Civil Service Testing is being completed.

In actuality there is no test for Library Clerk in the County at this time. This needs to be clarified with our Attorney of Record.

We have to find out if part time positions can be provisionally hired and if they have to take the Civil Service test.

With the new extended hours we might have to hire more than one person until the new position is filled. The present staff may have to increase hours, to reach this goal.

Jan is looking into pilot internet programs which are already in place at the Westfield and Brocton Libraries. This program would allow internet streaming to connect from the school to the Library. It would in turn increase up to 100 megabytes and benefit from constant virus monitoring. Money for this is available through federal funds, and we could partner with the school system in the future for cheaper or free internet rates.

New Business:

1. Price made a motion to authorize the Treasurer to pay all utilities, insurances, payrolls and payroll withholding taxes due in 2016. Palmatier motioned to approve, seconded by Forbes, and unanimously approved.
2. Price made a motion to authorize treasurer to maintain Library Bank accounts. Fiebelkorn made a motion to accept, seconded by Forbes and unanimously approved.
3. Each Board Member was given a trustee Handbook.
4. 2016-2017 vote
We have a city wide vote early to elect new trustees. This vote will be between April and June. We need to decide when this vote will be held. Contact must be made to the Board of Elections in this matter i.e., costs and inspectors. We have \$2,000.00 budgeted for this end.
5. Library Website has been established and we need to publish the minutes for the Public to see. Per se, the Minutes should be available 2 weeks after our last meeting.
6. Dekoff is looking into getting quotes for dental and vision plans for staff.
7. Price wanted to know how much we have paid our Attorney. To date the amount is less than \$10,000.00
8. Policy for Library Closing due to weather. The Library retain the current policy.
9. We still need to look into a new LOGO for the Public Library.

Adjournment:

A motion was made to adjourn at 5:25 by Nancy Tuggle, and seconded by Fiebelkorn, it was unanimously approved and the meeting was closed.

Our next meeting will be held on Tuesday February 23, 2016 at 4:00pm, in the Library.

Respectfully Submitted by:

Lenore Fiebelkorn, Secretary of Board of Trustees

Copies to Joe Price, Jim Palmatier, Lenore Fiebelkorn, Nancy Tuggle, Lisa Forbes, Pam Czarniak,
and Janice Dekoff